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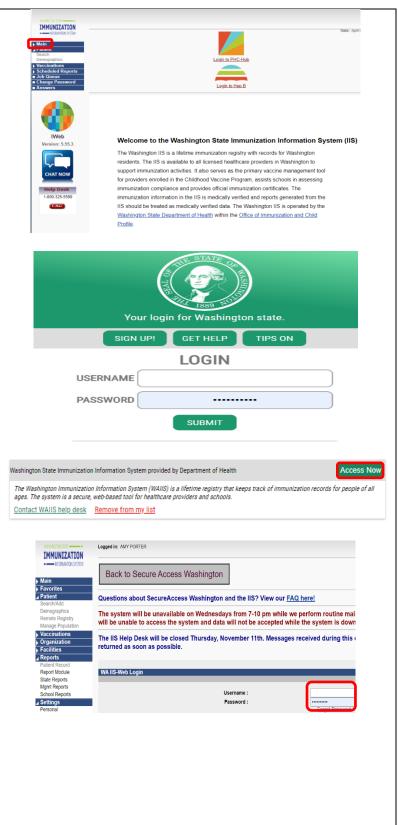


Log In

Watch our video tutorial for how to log into the School Module and Secure Access Washington Here: <u>How to Log in - Video</u>

Go to: www.waiis.wa.gov

- Click *Login* under the main menu in the top left corner.
- The homepage for Secure Access WA or SAW
 will open. This is a security gateway used by the
 State of Washington. Current users access the IIS
 through Secure Access Washington by adding
 the IIS as a service. For more information about
 this process see the FAQ here (PDF).
- If you need assistance with logging into SAW please select the green, "Get Help" button located under the Washington State Seal.
- Enter your SAW Username and Password. (This
 is a different username and password than your
 log in credentials for the school module.)
- Click submit and you will be taken to the login page for the School Module website.
- Click the Access Now button to select the service WAIIS
- If prompted complete the multi-step authentication and continue to the WA IIS login page.
- Enter your WA IIS *Username* and *Password*. If you forget your password, you can select *Forgot Password* and reset via email. You can also contact the Helpdesk via phone or email.
- Click *Login* or press *Enter* on your keyboard.
- If your account has access to more than one school or facility the system will take you to the Choose School screen.





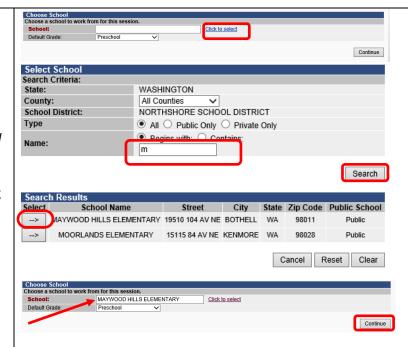


Choose a School/Facility

Watch our video tutorial for how to choose a school here: How to Choose a School/ Facility - Video

If you have access to more than one facility, you will need to select a school/facility to continue.

- Click on Click to Select to open the Select School window.
- Type the name of the facility or first few letters of the name. If you do not enter a name clicking Search will display a list of all schools in the district.
- Click **Search** or press **Enter** on your keyboard.
- From the list, click on the arrow button to the left of the Name to select that facility.
- The Select School window closes, and the selected facility shows in the school field.
- Ignore the *Default Grade* selection/dropdown box.
- Click the Continue button.







Search for a Child

*** Only look up children within your Facility. Employee records can only be viewed if the Employee has given written consent.

Watch our video tutorial on how to search for a child and report duplicates here: <u>How to Search for a Child</u> and Report Duplicate Records - Video

- Using the Navigation Menu, Click Search/Add under the Patient menu heading.
- Enter information in the Patient Search fields e.g., child's name, birth date, SIIS ID. The more information provided the shorter the search results.
- Enter the birth date as a string of numbers; for example, May 8, 2005 = 050805.
- Click **Search** or press **Enter** on your keyboard.
- Select the correct child's name by clicking once on the name. This opens the Patient Demographic screen.

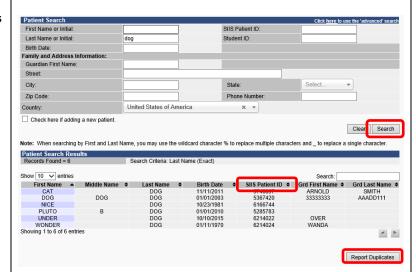
Reporting Duplicate Records

When searching for a child in the IIS, you may see multiple records for the same child. If you see duplicate records, please report them in the IIS. The IIS Team reviews and resolves the duplicate records within a few business days. Reporting duplicate records helps to improve the accuracy of children's vaccination records. For more information on reporting duplicate records please review How to Report Duplicate Patients Quick Reference Guide.

Bad Merges

Sometimes accounts accidently get merged in the IIS. This happens most commonly with siblings, especially twins, who have similar first names. If you suspect that accounts have been merged incorrectly, send us an email (schoolmodule@doh.wa.gov) With the SIIS ID that you want us to review.

Important Note - Please do not email children's names or DOBs. If you need us to look at a specific child, please email the SIIS Patient ID.







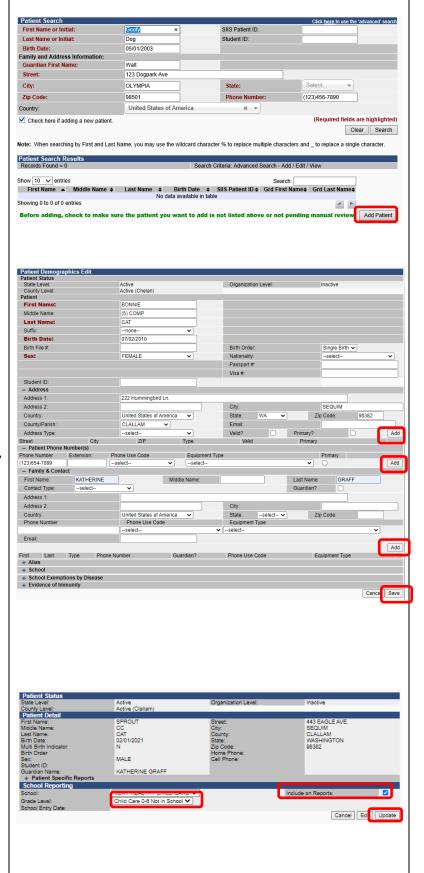
Add a Child and Attach Them to a Facility

A child not in the School Module can be added on the Search/Add screen under the Patient menu heading.

Watch our video tutorial for how to search for a child and attach them to a school here: How to Add a Child and Attach them to a Facility - Video and Short Video – Adding Patients to the IIS - YouTube

- Enter the child's first, last name and birth date.
- Check the box Check here if adding a new patient.
- Enter all required fields marked red.
- Click **Search** or press **Enter** on your keyboard.
- If the child is not found, click Add Patient under Patient Search Results.
- The system will open the Patient Demographics Edit screen.
- Enter the Sex of the patient using the dropdown list.
- Enter the mailing Address Note: enter the zip code first to auto populate fields. Click the Add button in the address section.
- Enter the *Phone Number* and appropriate *Phone Use Code* (usually Primary Residence Number).
 Click the *Add* button in the Phone section.
- Enter the name of the Family Contact. Click the Add button in the Family Contact section
- If desired, enter a child's preferred name in the Alias section.
- Enter additional information if it is available. Note: do not enter a School Entry Date.
- Click Save.
- The system will take you to the Patient Detail Screen.
- Select the correct *Grade Level* from the dropdown list.
- Click the checkbox to Include on Reports.
- Click the *Update* button.
- You can return to the Patient Detail screen by clicking Demographics under the Patient menu heading.

Note: If a child in childcare is attending a school who is also using the School Module do not add them to your







roster. The school will keep them on their roster.	
Children can only be on one roster at a time.	





View/Export the Child Care Roster

Watch our video tutorial for how to view/export the roster here: How to View and Export the Roster - Video

- Click on *Roster* under the Schools menu heading.
- You can select the *Grade* using the dropdown list. Not selecting a grade will show all children on the roster.
- Select the desired Series using the dropdown list to apply compliance rules to the Roster. Use the series that is for the age of the children on the roster. For example, select 'Child Care 0-6 Years Not in School". You are required to select a Series to view the Roster.
- Select the desired sort using the Sort By dropdown list.
- Click the View Roster button.
- You can download the roster as a .csv file by clicking the *Export Roster* button.

Edit the Roster

To keep the Roster up to date children must be added and removed as they enroll and withdraw

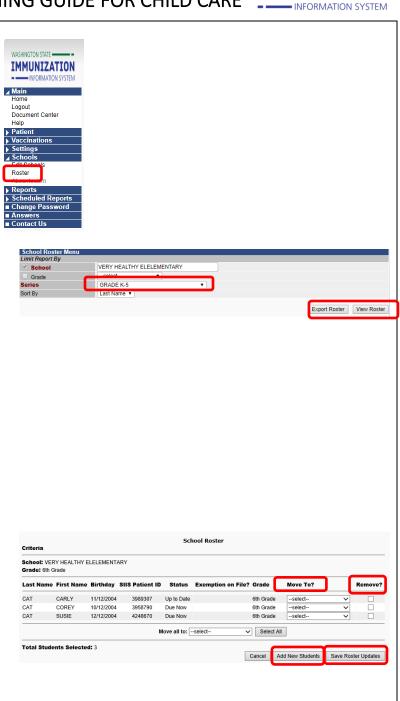
Note: If a child in childcare is attending a school who is also using the School Module do not add them to your roster. The school will keep them on their roster. Children can only be on one roster.

Add A Child

 Click the Add New Students button to go to the Patient Search/Add Screen

Remove a Child

- Check the box in the *Remove* column next to the child you wish to remove.
- Click the Save Roster Updates button.
- Click OK on the popup window asking if you are sure you want to delete.







Grades

Use the following grades for Child Care:

- Child Care 0-6 Not in School, use for children less than 7 years old not attending school
 - Note the status for children less than 19 months of age will be 'Not Complete' or 'Conditional'. If 'Conditional' it means vaccines are coming due soon.
- Child Care 4+ In School, use this for children who are 4 years old or older who are attending school.
- Child Care 7+ Years, use this grade for children who are 7 years old or older whether or not they are attending school.

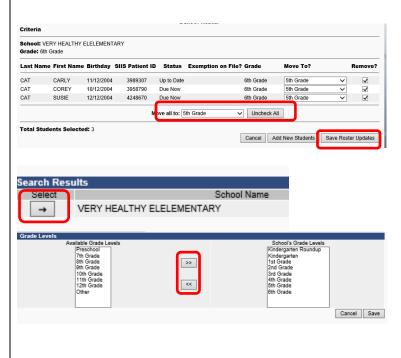
Change a Child's Grade Level

- Select the desired grade from the dropdown list next to the child's name in the *Move To* column.
- Click the Save Roster Updates button.

Edit Grade Levels

To add or remove a grade level from a school:

- Click Edit School under Schools on the Main Menu.
- Click the *Arrow* button next to the desired school.
- Use the *Right* and *Left Arrow* buttons to move grades between the *Available Grade Level* and *School's Grade Levels* lists.
- Click the Save button.







Add an Immunization Exemption

Also see: Enter Exemptions into the School Module Quick Reference Guide (wa.gov)

- Medical, Personal and Religious Exemptions require both parent/guardian and healthcare practitioner signatures on the Certificate of Exemption Form.
- Religious Membership Exemptions require only a parent/guardian signature on the Certificate of Exemption Form.
- Exemptions entered in the School Module impact the Roster and reports. They do not impact the validated CIS, which measures documentation of immunity not documentation compliance.

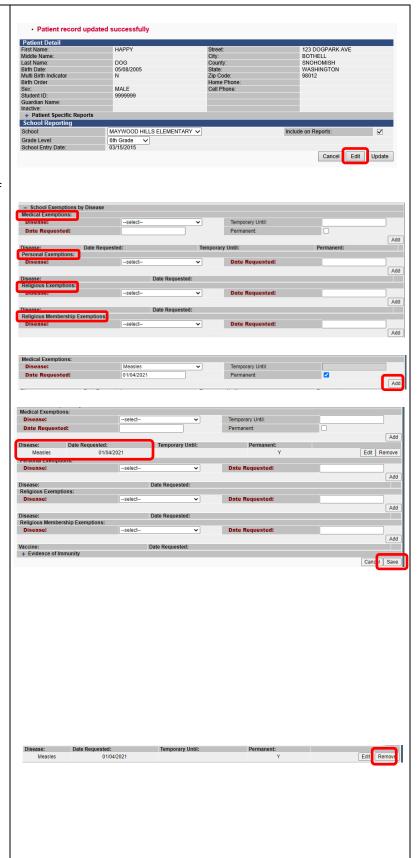
Add an Exemption

- After selecting a child, select *Demographics* under the *Patient* main heading.
- Click the Edit button.
- The system will open the Patient Demographics Edit page.
- Click the + to expand School Exemptions by Disease.
- Click the desired *Disease* from the *Disease* dropdown list of the desired exemption type.
 Measles, mumps and rubella cannot be exempted for personal/philosophical reasons.
- Type the date of the parent/guardian signature on the Certificate of Exemption in the *Date Requested* field.
- If it is a Medical Exemption check the *Permanent* box OR type the exemption expiration date in the *Temporary Until* field.
- Click the Add button.
- Click the **Save** button.

Delete an Immunization Exemption

From the Patient Demographics Edit page:

- Click the + to expand School Exemptions by Disease.
- Click the *Remove* button of the desired exemption series.
- Click the Save button.







Add Immunity to a Disease

Also see: Enter Immunity into the School Module Quick Reference Guide (wa.gov)

✓ Titers entered in the School Module impact the Roster and reports. They do not impact the validated CIS or the IIS Forecast.

Enter provider documented immunity to a disease from:

- Completed and signed immunity on the CIS
- Signed lab report indicating immunity
- Provider letter stating the child is immune

Note: a copy of the lab report is no longer required to accompany health care provider documentation of immunity by blood antibody titer.

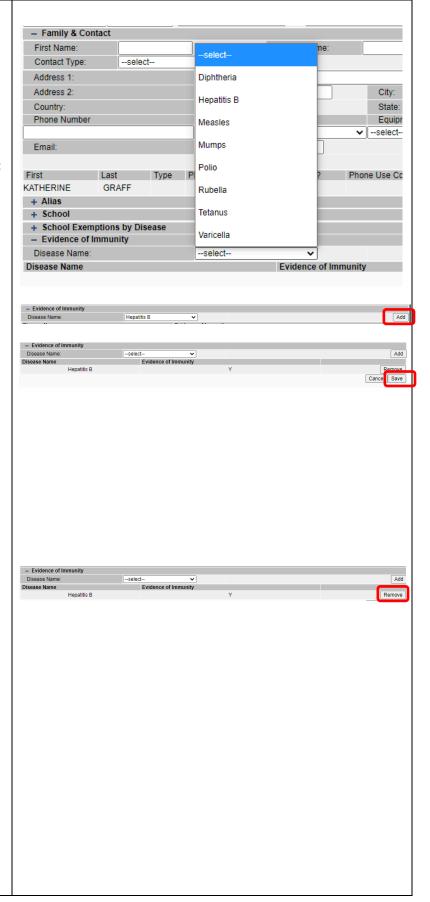
Add Immunity

- After selecting a child, select *Demographics* under the *Patient* main heading.
- Click the **Edit** button.
- The system will open the Patient Demographics Edit page.
- Click the + to expand *Evidence of Immunity*.
- Click the desired *Disease* from the *Disease* dropdown list.
- Click the **Add** button.
- Click the **Save** button.

Delete Immunity to a Disease

From the Patient Demographics Edit page:

- Click the + to expand *Evidence of Immunity*.
- Click the *Remove* button of the desired immunity series.
- Click the Save button







Reports

Watch our tutorial on Reports here: <u>School Module</u> Reports Overview - Video

To be accurate all reports that calculate compliance need to be run with the appropriate grade or age compliance series.

The following reports are for other states using the School Module and are not accurate for Washington state School Module users:

- School Immunization Report, First Time Enterer
- First Time Enterers Action Report
- Summary of School Enterers Data

To access School Reports

- Select School Reports under Reports on the Main Menu.
- Click on the desired Report Name to open the report parameters.
- Some reports can be scheduled to run at a specific time, ex. after hours

At Risk Report

This report lists children by grade who are "at risk" for a specific vaccine preventable disease. These are children who are *Out of Compliance, Conditional* or have an *Exemption* for the vaccine selected.

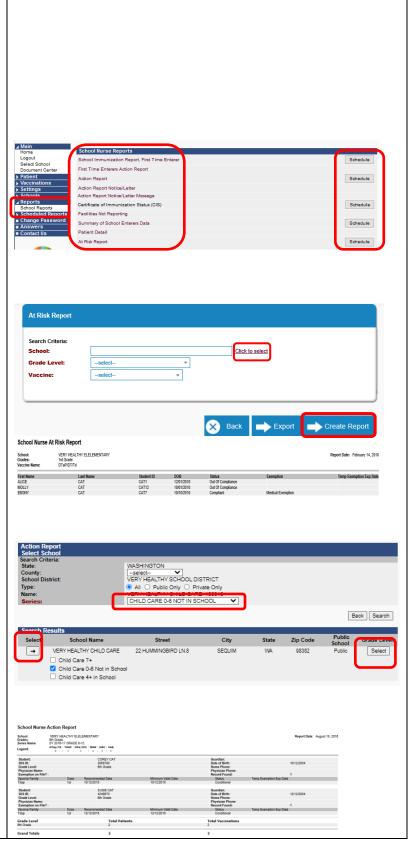
- Select the School by clicking on the click to select link
- Choose Grade Level and Vaccine you wish to screen.
- Click on Create Report.

Action Report

This report lists children in *Out of Compliance* or *Conditional Status that are due now or past due for a required vaccine.*

Watch our tutorial on how to run the action report here: Action Report - Video

- Select the **Series** rules to apply with the *dropdown list*.
- Click the Select button under the Grade Levels
 column to open the grade list then click the
 Boxes next to the Grade Level to check the
 grades in the compliance series and uncheck the







grade levels with different requirements then the selected series.

 Click the Arrow button under Select to run the report.

Patient Detail Report for COVID-19 Vaccine Status

Please see our step-by-step guide for how to create this report at SCHOOL MODULE COVID-19 REPORT (wa.gov)

Action Report Notice/Letter

Watch our tutorial on the action report/ notice letter messages here: <u>Action Report/ Notice Letter Messages - Video</u>

This report produces a letter, one per child based upon the parameters selected. The following letters are available:

- **Conditional Letter**: Letter to parent/guardian stating that child is in conditional status.
- Healthcare Provider Letter: Letter to healthcare provider asking they enter immunizations into the IIS or send of list of immunizations to the facility.
- Missing Immunizations Letter: Letter to parent/guardian of child out of compliance listing the missing immunizations.
- Parent Letter Record Request: Letter to parent/guardian requesting immunizations record or healthcare provider information.
- Tdap Letter: Letter to parent/guardian of child's missing a Tdap immunization.

To Run the Letters

- Select the **Series** with the *dropdown* list.
- Select the desired *Letter* from the Message dropdown list.
- Click the Select button under the Grade Levels column to open the grade list then click the Boxes next to the Grade Level to check or uncheck the desired grade levels.
- Click the **Arrow** button under **Select** to run the report.



MAX CAT 98976TH BOTHELL WA - 98012

Vaccine Family	Dose	Recommended Date	Minimum Valid Date	Status
POLIO	1	01/15/2008	12/27/2007	Conditional
HEP-B 3 DOSE	1	11/15/2007	11/15/2007	Conditional
MMR	1	11/15/2008	11/15/2008	Conditional
VARICELLA	1	11/15/2008	11/15/2008	Conditional

Dear Parent or Guardian:

Washington State law requires all children to be properly immunized to attend or continue attending school. According to our records above, your child did not get the required vaccinations to attend school.







Action Report Notice/Letter Messages

This screen allows the user to create their own messages which they can edit. To edit the letters above copy the text into a new message.

- Click the Add button under Select for the desired report.
- Name the new message
- Type text in the edit boxes.
- Click the Save button.

Certificate of Immunization Status (CIS)

***A CIS does not need to be on file at your facility for a child If their immunizations are complete in the IIS and they are on your School Module Roster. You must have a CIS on file for children who are not complete in the IIS or who are not on your Roster (because they are on school's Roster).

Watch our video tutorial about certificates of immunization status here: <u>Certification of Immunization</u> Status / CIS - Video

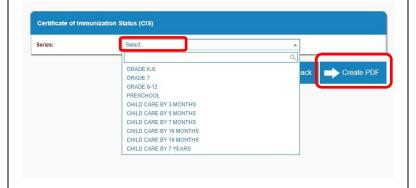
This report will produce a Certificate of Immunization Status Report (CIS) for the child selected from the Search/Add screen.

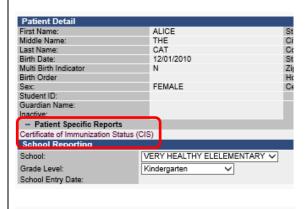
- Select the **Series**
 - Child Care 0-6 Not in School, use for children less than 7 years old not attending school
 - Note the status for children less than 19 months of age will be 'Not Complete' or 'Conditional'.
 If 'Conditional' it means vaccines are coming due soon.
 - Child Care 4+ In School, use this for children who are 4 years old or older who are attending school.
 - Child Care 7+ Years, use this grade for children who are 7 years old or older whether or not they are attending school.
- Click Create PDF

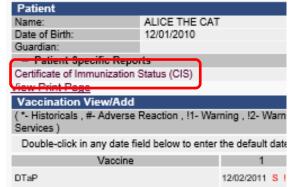
A CIS can also be printed from the:

Demographics page

- Click **Demographics** under **Patient** on the Main Menu.
- Click the + sign to the left of Patient Specific Reports at the bottom of the Patient Detail section.











 Select Certificate of Immunization Status (CIS) from the list.

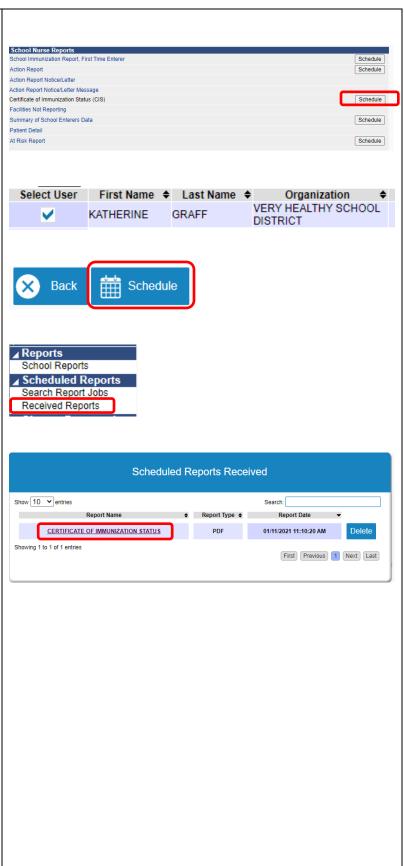
Vaccination View/Add page

- Click View/Add under Vaccinations on the Main Menu.
- Click the + sign to the left of Patient Specific Reports at the bottom of the Patient section.
- Select Certificate of Immunization Status (CIS) from the list.
- How to print the CIS from the Immunization Information System (PDF)

CIS Batch/Scheduled Reports

This repot allows you to run CIS reports for multiple children at once. Also see: <u>Scheduling Reports (PDF)</u>

- Click the Schedule button on the Certificate of Immunization Status (CIS) line in the School Reports screen.
- Select which grade levels and vaccine series you which to run the CISs for.
- In the Scheduler section, enter when you want the report to run. Note: If you wish to run the report only once instead of scheduling it to run repeatedly, select the Run Now check box instead of entering a time.
- Enter your first and last names in the Search User section, then click Search.
- A list of users will populate in the search results.
- Click the checkbox next to your username the click the Select Users button. This will move your username down to the Selected Users section.
- Click the **Schedule** button.
- If the report is successful you will see the message "Report scheduled successfully" at the top of your screen.
- To view the CIS report, click Received Reports under the Schedule Reports section of the Main Menu.
- In the next screen, click the name of the report you wish to open. The reports will open in a new window.







Health SCHOOL MODULE TRAIN	ING GUIDE FOR CHILD CARE	- INFORMATION SYSTEM
Annual Immunization Reporting An active user of the School Module (who keeps the Roster up to date, makes sure missing immunization dates are entered and enters exemptions), does not have to file a report. The report will be drawn from School Module data.		
Additional Resources www.doh.wa.gov/schoolmodule www.doh.wa.gov/SCCI IIS Training Materials Contact us at: SchoolModule@doh.wa.gov		